

# GOVERNMENT OF THE DISTRICT OF COLUMBIA POSITION VACANCY ANNOUNCEMENT

## CHILD AND FAMILY SERVICES AGENCY HUMAN RESOURCES ADMINISTRATION

Amended to reflect correct Number of Vacancies/Career Ladder Previous Applicants need not resubmit

ANNOUNCEMENT NO:	CFSA-06-B103	POSITION:	Quality Services Review and Case Practice Specialist, DS-301-9/11/12
OPENING DATE:	8/7/06	CLOSING DATE:	OUF
IF "OPEN UNTIL FILLED" FIRST SCREENING DATE:	8/18/06	SALARY RANGE:	DS 9 \$39,421 – \$50,761 DS 11 \$47,496 - \$61,239 DS 12 \$56,948 - \$73,373
WORK SITE:	WASHINGTON, D.C.	TOUR OF DUTY:	8:15 A.M. TO 4:45 P.M. Monday – Friday
PROMOTION POTENTIAL:	None	AREA OF CONSIDERATION:	Unlimited
		NO. OF VACANCIES:	Two (2)
AGENCY:	Child and Family Services Agency (CFSA), ODDODPI, QIA, QID		
DURATION OF APPOINTMENT:	X   Permanent     Term (13 months to 4 years) NTE: <u>Four (4) years</u>		
	Temporary (Up to 1 year, Not-to-Exceed) _____		
X	This position IS in the collective bargaining unit represented by <u>AFSCME - LOCAL 2401</u> and you may be required to pay an agency service fee through an automatic payroll deduction.		
	This position IS NOT in a collective bargaining unit.		

**RESIDENCY PREFERENCE AMENDMENT ACT:** An applicant for a position in the Career Service or for an attorney position (DS-905) in the Excepted Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the D.C. 2000RP, Residency Preference for Employment Form, and submitting it with the D.C. 2000, Application for Employment. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.

### **BRIEF DESCRIPTION OF DUTIES:**

The incumbent is responsible for coordinating, organizing and conducting bi-annual Quality Services Reviews (QSR) on a sample of CFSA and private agency cases to determine the effectiveness of the service delivery system and the support network. Reviews and analyzes case specific activities and provides immediate feedback to program staff at all levels to improve practice. Ensures that service delivery is based on sound casework practice and is designed to enhance the safety, permanency and well being of children and families served by CFSA. Interviews children and families and make assessments to determine family status and the effectiveness of the network system on behalf of the children and families. Identifies actual or potential problem areas, trends, significant program accomplishments, merit and efficiency situations, area of imbalance and other similar program issues, which require resolution. Tracks and ensures follow up with the implementation of corrective action activities and other evaluative processes; identifies systemic problems, provides advisory opinions, and develops or recommends problem resolution strategies. Assists with the development of processes to monitor, prevent or remove children from any or the nine corrective action categories identified in the Modified Final Order and Consent Order standards, in collaboration with program administrative staff.

### **QUALIFICATION REQUIREMENTS:**

One (1) year of specialized experience equivalent to at least the next lower grade, which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled.

- Candidate with a Masters Degree in Social Work (MSW), MA or MPP in social policy or human services related field is desired.

### **SUBMISSION OF RANKING FACTORS**

OFFICIAL JOB OFFERS ARE MADE ONLY BY HUMAN RESOURCES ADMINISTRATION

The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors ON A SEPARATE SHEET OF PAPER. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Thorough knowledge of principles of qualitative research, including concepts and techniques;
2. Ability to synthesize qualitative and quantitative data and write analytical reports.;
3. Thorough knowledge of problem analysis, as well as demonstrated ability to gather information from individuals and groups, and provide feedback and recommendations regarding highly sensitive quality assurance issues.
4. Basic understanding of child welfare practice, work and processes; and laws.
5. Ability to orally present complex research findings in a manner that is clear and understandable.

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**OTHER SIGNIFICANT FACTORS:** Pursuant to the Child and Youth, Safety and Health Omnibus Emergency Amendment Act of 2002 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check and Child Protection Registry (CPR). Employment with the CFSA is subject to satisfactory findings.

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DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

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APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE.

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HOW TO APPLY: ALL APPLICANTS, AGENCY EMPLOYEES AND OTHER D.C. GOVERNMENT EMPLOYEES MUST SUBMIT THE DISTRICT OF COLUMBIA GOVERNMENT EMPLOYMENT APPLICATION, DC 2000.

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<b><u>MAIL TO:</u></b>	<b>Child and Family Services Agency Human Resources Administration 400 6<sup>th</sup> Street, SW Washington, DC 20024</b>	<b><u>WALK-INS:</u></b>	<b>955 L'Enfant Plaza, 5<sup>th</sup> Floor Washington, D.C. 20024</b>
<b><u>TO APPLY:</u></b>			
<b><u>FAX TO:</u></b>	<b>(202) 727-5750</b>	<b><u>WEB SITE:</u></b>	<b><a href="http://www.cfsa.dc.gov">www.cfsa.dc.gov</a></b>
<b><u>EMAIL TO:</u></b>	<b><a href="mailto:cfsa.jobs@dc.gov">cfsa.jobs@dc.gov</a></b>	<b><u>TELEPHONE:</u></b>	<b>(202) 724-7373</b>

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IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

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**SALARY REDUCTION OF REEMPLOYED ANNUITANTS:** An individual selected for employment in the District government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.